



NORTH WEALD BASSETT

PARISH COUNCIL

Parish Hall at Thornwood Common, Weald Hall Lane, Thornwood, Essex CM16 6NB

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Clerk to the Council

Susan De Luca

4th May 2022

NOTICE OF MEETING

TO: ALL COUNCILLORS

PLEASE NOTE TIME AND DATE OF MEETING

You are summoned to attend the Annual Meeting of Meeting of the Parish Council which will be held on **MONDAY 9th MAY 2022 at 7.30 pm** to transact the business shown in the Agenda below. This meeting will be held in the Thornwood Common Parish Hall, Weald Hall Lane, Thornwood, with any necessary measures put in place by the Government at the time.

Susan De Luca
Clerk to the Council

Members of the public and press are invited to attend this meeting

1. ELECTION OF CHAIRMAN 🖐️

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon. The Declaration of Office will be signed following the election.

2. ELECTION OF VICE CHAIRMAN 🖐️

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

3. APOLOGIES FOR ABSENCE 🖐️

To **RECEIVE** any apologies for absence.

4. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

5. CONFIRMATION OF MINUTES 🖐️

📄 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council held on 7th March as attached and the agenda. Also, to **NOTE** the following:

- The notes from the Queens Platinum Jubilee Working Group Meetings held in March and April 2022.
- The notes from the Meeting with ECC Tree Officer regarding Tree Planting on Weald Common held in April 2022 (copies of the Memorandum of Understanding are also available for any Councillor who wishes these and who requests this from the Clerk).

All attached on **Appendix 1**.

6. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice

7. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public for a period determined by the Chairman of the Meeting. **Please NOTE the Clerk may have to note questions and respond to them after the Meeting.**

8. REPORT OF THE CLERK

Members are asked to **NOTE** that all staff have been working on all items within this Agenda. If any Councillor wishes further information on any item please do not hesitate to contact the Clerk or a Member of the Parish Council Staff for further updates. In particular the Clerk and Staff have been working on the following:

- Queens Platinum Jubilee – Details of events will be available for Members, together with the available Working Group Notes
- Securing Temporary Office Accommodation – Details are in the confidential part of the Meeting
- Weald Common Tree Project – Details of the Memorandum of Understanding with Essex County Council will be available for Members, together with the available Working Group Notes (as shown above)
- Annual Accounts and Audit
- Assisting with Ride London Event Meeting
- Various Planning & Enforcement Matters
- Parish Hall at Thornwood – Various Matters
- Allotments
- Re-Dedication of Norwegian Memorial & Parish Memorial (further details under Item 20)
- Green Infrastructure Meeting – with EFDC

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

9. REPORTS & MEMBERS REPORTS

MEMBERS ARE ASKED TO SUBMIT A WRITTEN REPORT TO THE CLERK WHICH CAN BE DISTRIBUTED TO OTHER COUNCILLORS. THIS WILL ENABLE THE MEETING TO RUN EFFICIENTLY AND EFFECTIVELY. COUNCILLORS WILL THEN BE ABLE TO BRING UP ANY POINTS THAT THEY FEEL ARE RELEVANT TO THE PARISH COUNCIL AND ASK QUESTIONS OF THE COUNCILLOR WHO HAS SUBMITTED THE REPORT.

To **RECEIVE** any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies, and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 2** if they have been submitted by Members for inclusion, as follows:

- a) Chairman's Report – verbal report
- b) Vice Chairman's Report – verbal report

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Date 9th May 2022

- c) District & County Councillors Reports - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- d) Parish Councillors - verbal reports will be received if no written report has been submitted
- e) Queens Hall Charity Report – verbal report
- f) Neighbourhood Plan Report
- g) EFDC Local Plan Report – verbal report if any update necessary
- h) Highways Report – If Available

10. MEMBERSHIP OF COMMITTEES

Vacancies - Members are asked to *NOTE* that there are currently still vacancies for Trustees at the Queens Hall. It is not expected that there will be any vacancies to the new Liaison Working Group at Thornwood.

Last year's Memberships is as detailed on *Appendix 3*

 To **DETERMINE** the membership of the Council's Standing Working Committees as follows -

- (a) **Planning Committee** (11 Members - Normally meet 1st and 3rd Mondays , however dates now subject to plans being available and dates that comments have to be returned to EFDC).
- (b) **Environmental Committee** (7 but Open to All Members - usually meet four times a year – twice in the day – twice in the evening).
 - (i) **Allotments Sub Committee** (3 Members of the Environmental Committee - to have delegated power to act on all matters relating to the allotments and to meet weekly during the day (usually Wednesday Mornings – Monthly. Currently Cllrs Mulliner and Hawkins aided, when necessary, by Cllr Buckley).
- (c) **Finance & General Purpose Committee** (Open to All Members - to meet at least once a year, but always to meet to set the Budget and Precept).
- (d) **Personnel Committee** (Up to 5 Members - to meet as and when necessary).
- (e) **Emergency Personnel Working Group** (3 Members of the Personnel Committee - to be able to meet at short notice)
- (f) **Neighbourhood Plan** – 2 Councillors

A schedule is attached of last years Committee Membership for Members perusal.

11. DATES OF MEETINGS FOR THE MUNICIPAL YEAR

 Details and Dates of forthcoming Parish Council Meetings are attached on *Appendix 4*. Members are asked to **AGREE** the changes to the following Meeting Dates:

6th June 2022 – change to 13th June

4th July – change to 11th July

2nd January 2023 change to 9th January 2023

Dates for Planning and Environmental Meetings will be issued throughout the year.

12. REPRESENTATION ON OUTSIDE BODIES

Members are asked to **DETERMINE** the Council's representatives on outside bodies. Current/former representatives (where applicable) are shown in the following table.

OUTSIDE BODIES	
Outside Body	Representation Council Year 21/22
Parish Passenger Transport Forum	Cllr Mrs A Grigg

Norway House	Chairman of Parish Council
North Weald Village Hall	Cllr Bedford
Epping Forest District Council Committees <ul style="list-style-type: none"> Epping Forest Branch of the Association of Local Councils – two reps (clerks may also attend these meetings) Local Councils' Liaison Committee – two reps – (clerks may also attend these meetings) Joint Standards Committee – one rep (but only if your council is a member of this) 	<p>Cllr Mrs S Jackman, MBE & Chairman, & Clerk – In the Absence of Cllr Jackman – Cllr T Blanks has attended as a substitution</p> <p>As Above</p> <p>Cllr Bedford</p>

Queens Hall Charity


In the Governing Document the Term of Office is for One Year.

Parish Council Appointed Trustees for 2021/2022	<p>Dawn Wood – Councillor, Administrator & Treasurer</p> <p>Colin Kinnear – Resident</p> <p>Jamie Prior – Resident</p> <p>Stuart Greenhill – Resident</p> <p>James Prior – TBC</p> <p>Terry Blanks – Councillor – Resigned</p> <p>George Mulliner – Councillor - Resigned</p>
Groups	<p>Helen Gould – Red School</p> <p>Ian Cuthbert – UKA Karate</p> <p>Vince Curran – NWCC – Cricket</p> <p>Diane Archer – Bowls</p> <p>Representative - Badminton</p>

13. REGISTRATION OF COUNCILLORS INTERESTS

Members are reminded that they should review their Interests on a regular basis, and as such the Clerk is advising Members as such on behalf of EFDCs Monitoring Officer. Any updated forms **MUST** be submitted to EFDC within 28 days of any change. **This is a legal requirement.**

14. APPROVAL OF ACCOUNTS 2021/2022

 Attached at **Appendix 5** is a copy of the final accounts for 2021/2022. Council is asked to **CONSIDER** these accounts and resolve to **APPROVE** them by way of resolution.

15. REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

The Council has a duty to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. To this end this Council reviewed its effectiveness of systems of Internal Control. Members are asked therefore to **CONFIRM** that they are happy with this system for this financial year.

16. APPOINTMENT OF INTERNAL AUDITOR

Council is asked to **CONFIRM** the appointment of Auditing Solutions as the Parish Councils Internal Auditor for the year 2022/23.

17. PARISH COUNCIL INSURANCE

The Parish Councils insurance is due for renewal on 1st June 2022. This year the Clerk has been looking to source an alternative company. BHIB is one company that has been looked at, however this rate is less favourable than what is currently being offered by the Councils current insurers.

Members are advised that a copy of the policy document is available for perusal if required. The price for renewal for 2022/2023 is £2785.27, representing a decrease on 2021 – 2022. Council is asked to **CONSIDER** this renewal.

18. POLICIES

Once per year, Council is asked to review the Standing Orders, Financial Regulations, Risk Assessments, and Policies and Procedures which are in place for this Council. Councillors will recall that it was agreed at the April 2019 meeting that the procedure for all future reviews of Policy Documents would be changed. Copies of Policies are retained in the Parish Council Office and are available for Councillors perusal. Councillors are advised that the only changes since the date they were last approved (April 2021) are as follows:

- **Parish Hall at Thornwood Liaison Working Group – Agreed April 2021 and to be reviewed annually – No Changes.**
- **Standing Orders & Financial Regulations – These have been checked with the NALC Website and there are No Changes**
- **Environmental Policy – Some changes – these are attached at Appendix 6**

Council is asked to **CONFIRM** and **APPROVE** the Standing Orders, Financial Regulations, Risk Assessments, and Policies and Procedures in place for this Council, together with the changes to the Environmental Policy which was agreed by the Environmental Committee on 30th November 2021.

19. ELECTRONIC DOCUMENTS

Members are asked to **CONFIRM** if they wish to have some of their documentation served on them for Parish Council and other Meetings, where appropriate, electronically.

20. RE-DEDICATION OF NORWEGIAN MEMORIAL AND PARISH MEMORIAL

The Clerk has met with Colin Quilter of CQ Surfacing regarding repairs and maintenance to the Norwegian Memorial and also the Parish Memorial in the Churchyard. Following conversations between the Clerk and Colin, Colin has agreed to carry out a number of the repairs and renovations free of charge. The Clerk will report further on this to Members at the meeting. Invites will be going out at the beginning of May, the Vicar has already been contacted and we are awaiting confirmation that either Lee Batson or Jaimee Summers will be able to officiate. A Reception has been organised for after the events and this will be held in the Parish Hall at Thornwood. A small brochure will be produced also to commemorate the event. Invites are being sent out this week.

21. QUEENS PLATINUM JUBILEE EVENT CELEBRATIONS

Members are advised that organisation of events by a working group of residents assisted by Councillors Wood, Hawkins and Mulliner are well underway. Events have been organised at the following venues:

- North Weald Village Hall
- Queens Hall & Memorial Playing Field
- Hastingwood Village Hall
- Parish Hall at Thornwood Common

There will also be the lighting of a Parish Beacon on Thursday 2nd June at 9.45pm in line with the Queens Platinum Jubilee directive. This will be on the Memorial Playing Field and all residents in the Parish are welcome to attend. This is being organised by the Queens Hall Charity with financial assistance by the Parish Council.

Bunting at key points in the Parish has been organised and will be erected some days before the event. Each group responsible for their event within their area has been asked to submit their costings for Parish Council approval for this meeting. Members are asked to **AGREE** the costings submitted.

22. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There are currently TWO confidential items to be considered